

REPORT: 12 16

DATE: 4/11/2012

ANALYST: Mike Hebner

CLASSIFICATION REPORT

PROPOSED TITLE:	Director Emergency Management
CURRENT TITLE:	Director Emergency Management
INCUMBENTS:	Vacant
REASON FOR REQUEST:	A request to review duties of Director Emergency Management to determine appropriate level for the appointed position
DATE QUESTIONNAIRE SUBMITTED:	4/2/2012
DATE OF PREVIOUS STUDY:	2010
DISPOSITION OF PREVIOUS STUDY:	Established as Director Emergency Management, Grade 12 with 583 points
PERSONS INTERVIEWED:	Barret Lane, Senior Project Manager (acting Director Emergency Management) Beth Toal, HR Generalist Tim Giles, Director Employee Services
RECOMMENDATION:	Upgrade the Director, Emergency Management from Grade 12 to Grade 14, with 675 points

This report reviews the Director Emergency Management position which will oversee the Emergency Management function in the City, which previously was under the direction of the Director of Regulatory Services and Emergency Preparedness. Since then, it has been moved out of the Regulatory Services Department and reports to the City Coordinator. This revised position, under the new structure, will independently direct Emergency Management in the City of Minneapolis. The position will provide leadership and direction for all activities of the Office of Emergency Management.

The duties of the position and responsibilities will be as follows:

- Direct the Office of Emergency Management's efforts in mitigating, preparing for, responding to, and recovering from natural or manmade disasters in the community.\
- Ensure the implementation of federal and state emergency preparedness and management program requirements.
- Provide for efficient performance during a declared emergency, coordinating city planning and preparation for emergency relief.

- Maintain professional and collaborative relationships with elected officials, city staff from all departments, the general public and officials from other governmental and industry groups, and emergency responders from multiple jurisdictions as a means of aligning resources and preparing them for emergency responses. Maintain strong partnerships with other local, state and federal agencies.
- Create and maintain a comprehensive framework to reduce the vulnerability to hazards and cope with disasters.
- Anticipate future disasters and take preventive and preparatory measures to build disaster-resistant and disaster-resilient communities.
- Use sound risk management principles (i.e. hazard identification, risk analysis, and impact analysis) in assigning priorities and resources. Synchronize the activities of all relevant stakeholders to achieve a common purpose.
- Analyze and report on operational efficiency and preparedness activities.
- Respond to queries, requests and complaints from the Mayor, City Council members and other City staff to promote customer service.
- Support regional, state and national response and recovery efforts through mutual aid, emergency management assistance compact (EMAC), incident management teams and similar regional, state or federal organizations and deploy with such organizations as warranted.
- Represent the City of Minneapolis at various forums, public hearings, meetings, task forces, etc.
- Act as Public Information Officer with media outlets and the public.
- Develop, implement and direct new initiatives to maximize effectiveness and efficiency in pursuit of departmental, City, regional, State and Federal objectives.
- Identify training needs and a plan for delivering the training where needed; coordinating disaster response exercises as a means of training.
- Pursue grant funds from outside agencies and organizations in order to offset the cost of materials, equipment and human resources used in preparing, responding and recovery from events; accounts for all time and materials expended in case that reimbursement is available. Pursues reimbursement for eligible expenses when possible.
- Serve as EOC Manager or Director under the National Incident Management System (NIMS).
- Oversee the management of 4+ employees and lead teams including other persons outside of the Office of Emergency Management.
- Establish policies, goals, objectives and performance measure for the department, including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The job requires a Bachelor's Degree in Public or Business Administration, Public Safety, Emergency Management, or a related field.

It will require six years of progressively responsible experience in Public Administration, which includes management and policy development experience, or equivalent.

The position also requires the following:

- Emergency Management Training Certificate from the State of Minnesota and/or Certified Emergency Manager through the International Association of Emergency Managers or equivalent
- Certificate of completion of Incident Command System 100, 200, 300, and 400 or Minnesota equivalent

A rating of **75 points** is appropriate for jobs that require this level of training, including significant management and policy development experience.

Competencies for this position include:

- Ability to communicate a strong and compelling vision and sense of core purpose for Emergency Management in the City.
- Strong organization and skills and the ability to marshal resources, and coordinate multiple activities at once to accomplish goals, including coordinating and working with other City Departments and other government agencies.
- Ability to manage, coordinate and implement programs with staff from multiple departments and businesses and interact with management of other departments and divisions to accomplish goals.
- Strong functional technical skills and knowledge of the practice and principals of emergency management and the laws and statutes at the federal, state and local level.
- Command skills and ability to take the lead and give direction in a crisis
- Good Knowledge of City government operations
- Good understanding of the needs, intentions, and positions of the various factions within the City, and the ability to work effectively within the diverse communities that reside, and work in the City
- Knowledge and ability in the development and use of new technology and systems.

DECISIONS AND ACTIONS

The position will be responsible for providing vision and leadership to the Emergency Management Office. It will entail ensuring the City's readiness to address emergencies and natural or manmade disasters. It will be responsible for developing and maintaining high level relationships with various City Department, elected officials, and with outside parties and organizations. The position will be responsible for resource acquisition and coordination (through relationships). The position will oversee all public communications regarding emergency management activities. It will be responsible for all policy and/or ordinance recommendations. It will spearhead developing new business process changes for Emergency management in cooperation with other City Departments and government agencies, and implementation of the changes. The position will represent the City in at local, state, and federal forums to ensure the City's emergency management interest is represented. The position will oversee the Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), and the Debris Management Plan. The position will be in charge of the Emergency Management Operations Center activities. It will report to the operations center in all emergency situations, assuming a leadership role in ensuring a proper response to the emergency situation.

A rating of **80 points** will be assigned. At this level jobs have significant input on budget, operations, staff allocations, and responsibility for daily department-wide operational decisions. Jobs at this level have ultimate authority for decisions on quality, policy and supply, and delivery of services. At this level the positions independently develop and implement division policies and procedures; develop capital and/or budget needs assessments for the division; make regulatory enforcement actions; approve of all expenditures for the division, ensure compliance with all regulations; and in the approval of operational and maintenance standards. Problems handled independently revolve around resolving operational problems, actions to ensure project schedules and budget; and addressing resident and policy maker questions and concerns. Poor judgment or bad decisions or actions could result in expense and safety issues. Performance has considerable influence on finances, delivery of services; errors or inadequacies can cause very serious and notable inconvenience, expense, and/or embarrassment, or even do irreparable harm. At this level the work calls for the exercise of independent judgment.

SUPERVISORY RESPONSIBILITY

The position will management authority over the proposed Deputy Director, Emergency Management; one Emergency Management. Assistant; one Administrative Analyst I; and one Administrative Analyst II. **5 points** is the appropriate rating for this level of supervision and will be assigned.

RELATIONSHIPS RESPONSIBILITY

Relationships responsibility is a core factor for the job's existence. As stated above a key component of the job involves maintenance of professional and collaborative relationships with elected officials, city staff from all departments, the general public and officials from other governmental and industry groups, and emergency responders from multiple jurisdictions as a means of aligning resources and preparing them for emergency responses. It is vital for the position to maintain strong partnerships with other local, state and federal agencies.

A rating of **80 points** will be applied. Jobs at this level have Cty-wide responsibilities and influence where there is a potential for controversy. Tact and diplomacy is required and there is a high level of visibility. At this level communications and relationships take on a high degree of importance. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. At his level the job deals with major problems, legal issues, and communication challenges. At this level there is frequent contact with elected officials and other jurisdictions, the job represents the City in wide variety of forums and with a diverse clientele. Well developed and strong communication skills are necessary.

WORKING CONDITIONS

The position will have normal office working conditions, except during emergency response events or while viewing conditions in the field. It will be on-call and may be required to respond for emergencies on a 24/7 basis A rating of **30 points** will be assigned, at this level work requires some exposure to hazardous or unusual conditions.

EFFORT

The effort in the job is primarily mental effort in dealing with City-wide responsibilities for emergency management. There is mental effort in analyzing and formulating plans, organizing major activities, and managing resources. There is effort in supervising staff, and overseeing the Emergency Operations Center. The position will work on development of plans to address hazards and public emergencies of all types that may occur. Activities include development of emergency operation plans, training of responders, education of the public, communication of evacuation plans, debris management and recovery and financial planning and administration of the Emergency Management Function. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to officials.

A rating of **70 points** will be applied. Jobs at this level are appointed classifications, which include Department Heads and primarily require mental effort. In these positions there is a high level accountability for planning, coordinating, and monitoring activities which requires mental effort and creates stress. These are executive level decision making positions and there are competing priorities which require mental effort in developing alternative recommendations or plans for budgets, personal actions, department initiatives, and solutions for identified problems. There are numerous pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc.

The proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:

- (1) The person occupying the position will report to the head of the designated City department or the designated City department head's deputy.

This position will head up the Office of Emergency Management and report to the City Coordinator

- (2) The person occupying the position will be part of the designated department head's management team.

The position will lead the management team in the Emergency Management Office

- (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.

The position will require significant discretion and substantial involvement in the development and implementation of Emergency Management policy and procedure for the City of Minneapolis

- (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.

Although the person hired will need a strong background and considerable knowledge of Emergency Management, strong leadership skills and executive abilities, and the ability to inspire and lead the Emergency Management Office will be paramount.

- (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the City Council, and the department head.

The position will report to the City Coordinator and will need to be loyal and accountable and responsive to that position and the elected leaders in the City.

RECOMMEDNATION:

1. Upgrade the Director, Emergency Management from Grade 12 to Grade 14, with 675 points

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Emergency Management (Current)	65	65	5	75	30	60	583	12
Deputy Fire Chief	65	60	45	65	30	60	593	13
Police Inspector	70	75	60	70	40	65	685	15
Assistant Fire Chief	70	70	90	70	30	65	695	15
Deputy Chief Police	75	75	90	75	30	65	733	16
PROPOSED CLASSIFICATION								
Director Emergency Management	75	80	5	80	30	70	675	14

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

DIRECTOR, EMERGENCY MANAGEMENT

CODE: C03225

REPORTS TO: City Coordinator

SUPERVISES: Deputy Director, Emergency Management, Emergency Management Assistant, Administrative Analyst I, and Administrative Analyst II

NATURE OF WORK

Provide leadership and direction of all activities of the Office of Emergency Management, including providing for efficient performance during a declared emergency, coordinating City planning and preparation for emergency relief, providing liaison and coordination with federal, state, county and local jurisdictions relative to emergency preparedness and management activities and requirements.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- Direct the Office of Emergency Management's efforts in mitigating, preparing for, responding to, and recovering from natural or manmade disasters in the community.\
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- Represent the City of Minneapolis at various forums, public hearings, meetings, task forces, etc.
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- Develop, implement and direct new initiatives to maximize effectiveness and efficiency in pursuit of departmental, City, regional, State and Federal objectives.
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- Oversee the management of 4+ employees and lead teams including other persons outside of the Office of Emergency Management.
- Establish policies, goals, objectives and performance measure for the department, including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.

MINIMUM EDUCATION: Bachelor's degree in public or business administration, public safety, political science, emergency management or other relevant field or equivalent

MINIMUM EXPERIENCE: Six years of progressively responsible experience, which includes management and policy development or equivalent.

LICENSES/CERTIFICATIONS: Emergency Management Training Certificate from the State of Minnesota and/or Certified Emergency Manager through the International Association of Emergency Managers or equivalent
Certificate of completion of Incident Command System 100, 200, 300, and 400 or Minnesota equivalent

OTHER SPECIFICATIONS

- An advanced degree in law, public or business administration is preferred.
- Ability to communicate a strong and compelling vision and sense of core purpose for Emergency Management in the City.
- Strong organization and skills and the ability to marshal resources, and coordinate multiple activities at once to accomplish goals, including coordinating and working with other City Departments and other government agencies.
- Ability to manage, coordinate and implement programs with staff from multiple departments and businesses and interact with management of other departments and divisions to accomplish goals.
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- Good Knowledge of City government operations
- Good understanding of the needs, intentions, and positions of the various factions within the City, and the ability to work effectively within the diverse communities that reside, and work in the City
- Knowledge and ability in the development and use of new technology and systems.

WORKING CONDITIONS: Normal Office, except during emergency response events or while viewing conditions in the field. On-call and may be required to respond on a 24/7 operation.

SERVICE: APPOINTED
GRADE: 14 (675 Total Points) Executive Exemption
ESTABLISHED: April 2012
JOB SPEC: April 2012

CITY OF MINNEAPOLIS